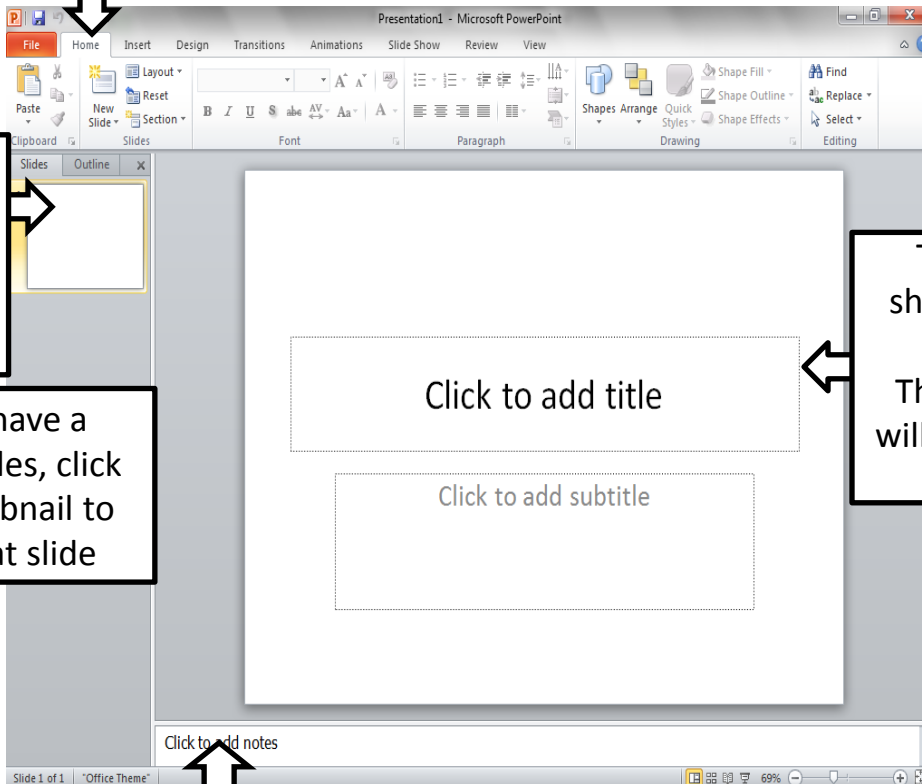




Beginning Microsoft PowerPoint 2010

Look at the screen

At the top is the “Ribbon.” Click the tabs at the top to access the options for that group.



This side bar gives you an overview of your presentation

Once you have a couple of slides, click on the thumbnail to jump to that slide

The slide pane shows the current slide.
This is where you will do most of your work.

The notes pane shows the notes you created for that slide, print these out when you deliver your speech or use for handouts.

Placeholders

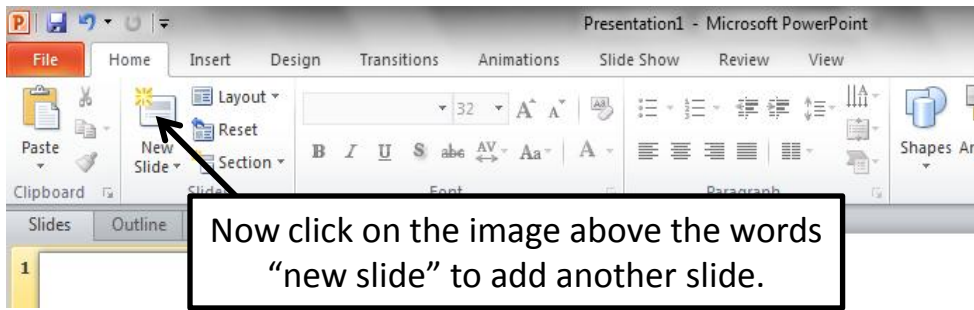
The boxes with dotted outlines are called placeholders. Different slide layouts have different types of placeholders. Click into the placeholders to easily add content.

Click in the 1st box and type “My Yellowstone Trip”
Click in the 2nd box and type “by (then your name)”

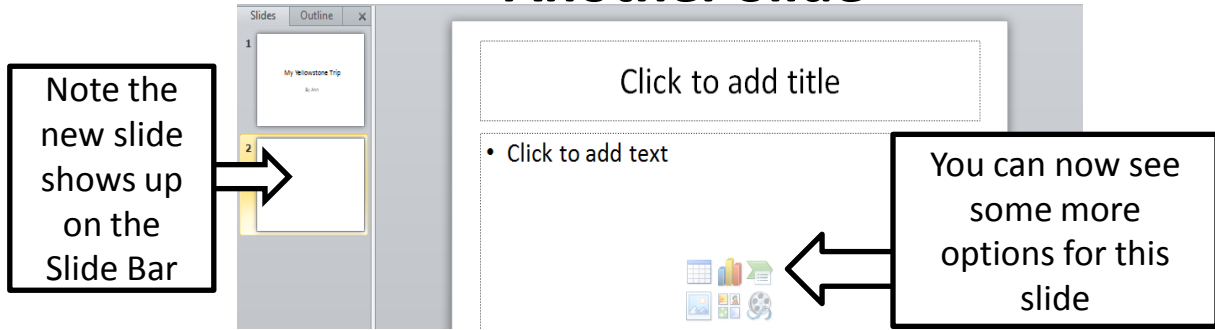
Click to add title

Click to add subtitle

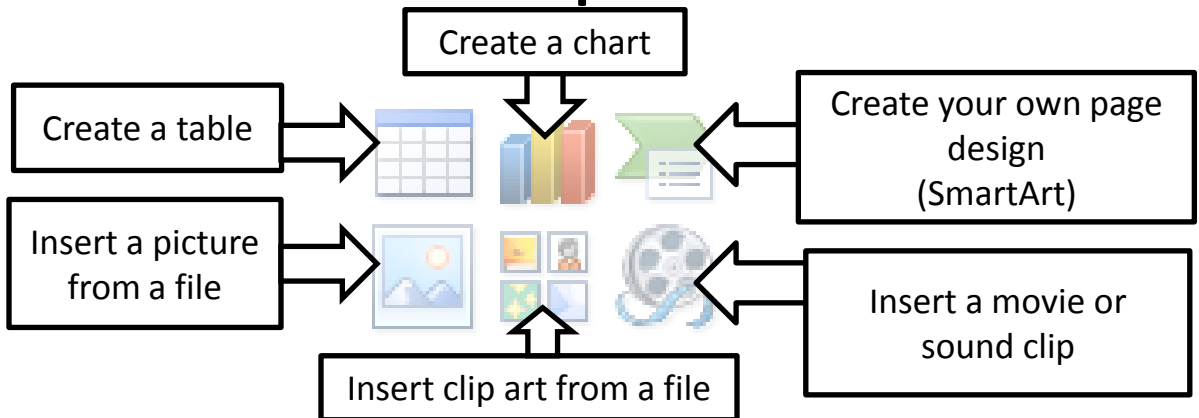
Add a slide



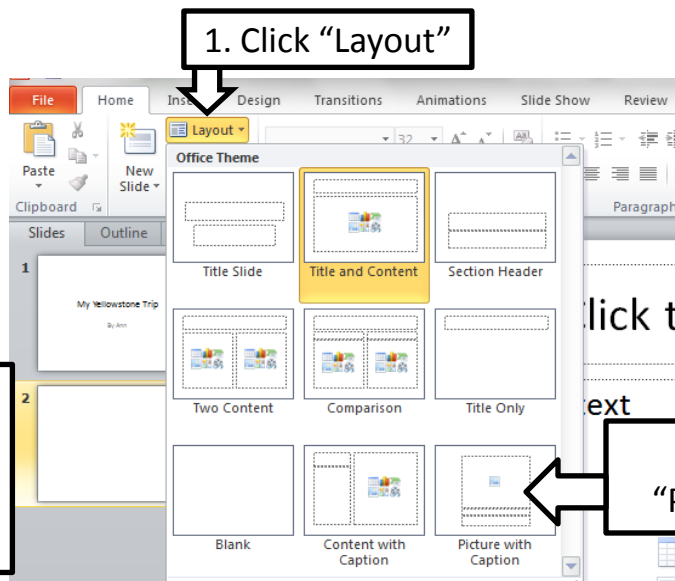
Another Slide



Slide options



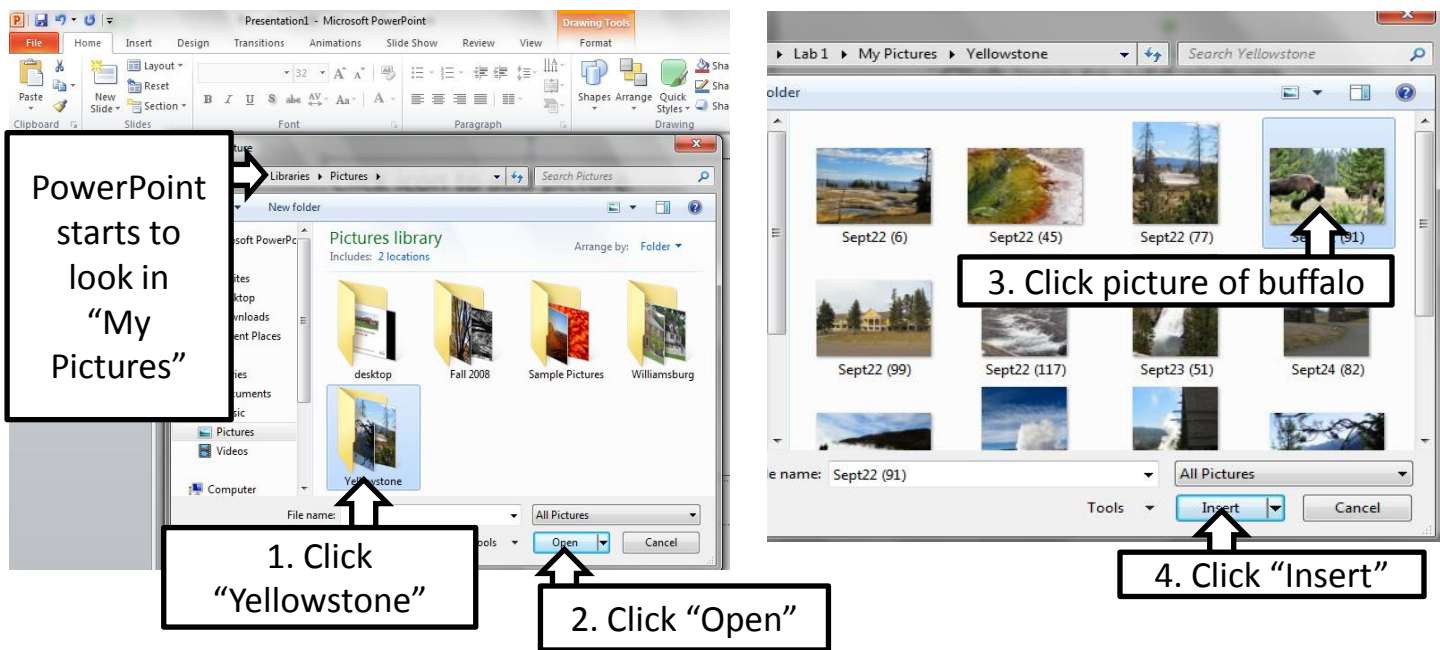
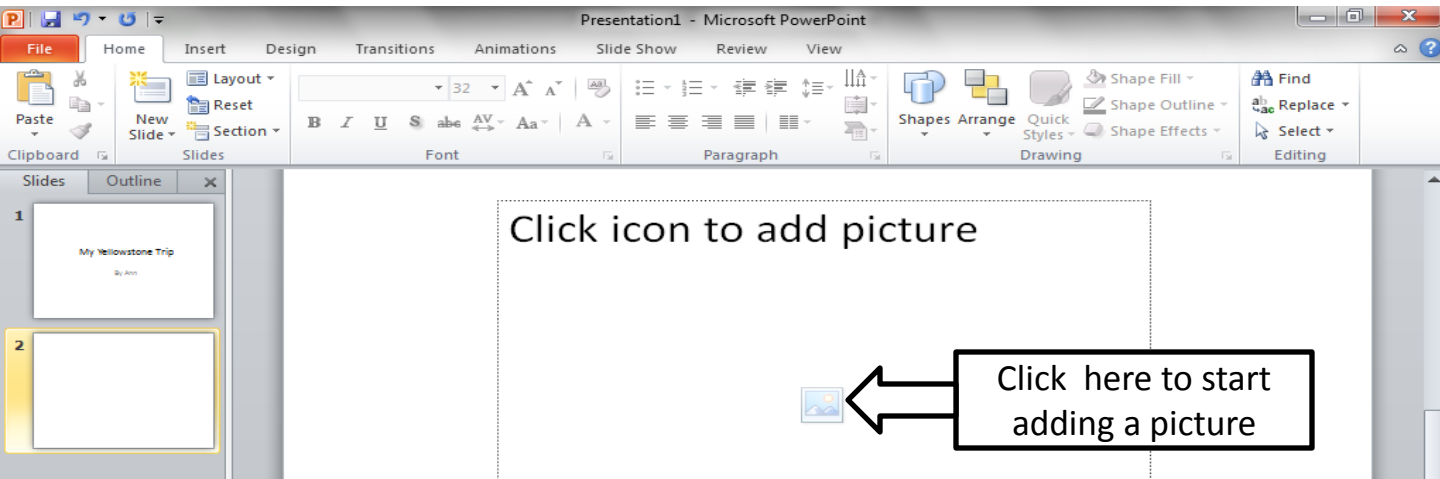
More slide type options



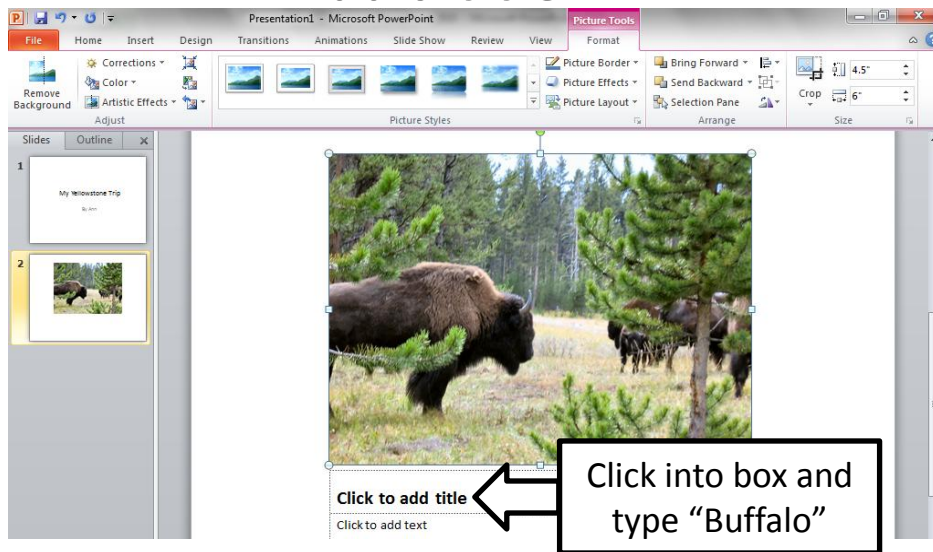
Each new slide will be the same layout until you choose another layout.

2. Click "Picture with Caption"

Add a picture



Add a title

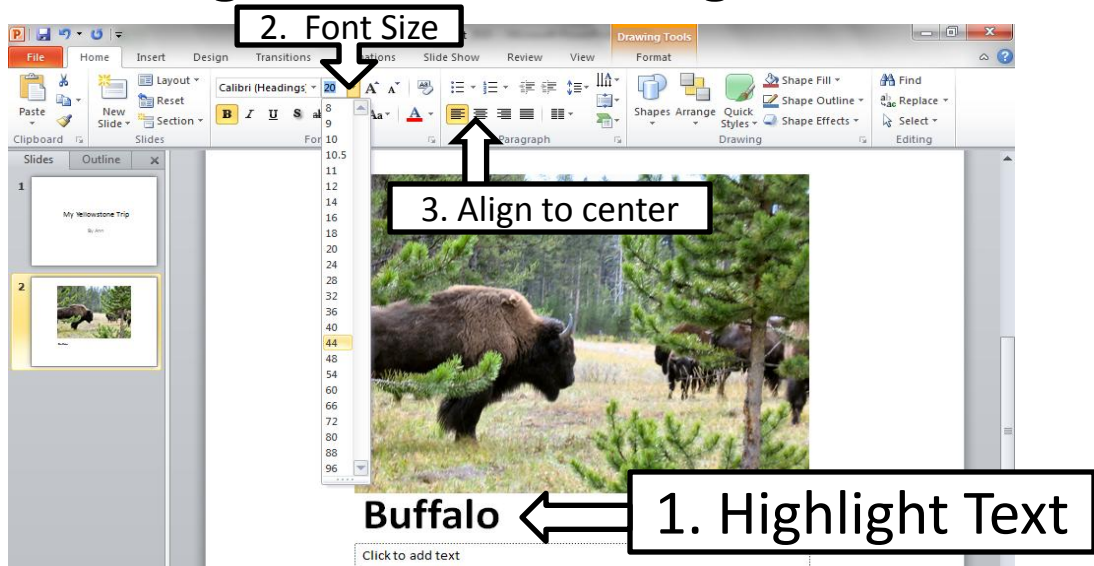


Change font size and align the title

2. Font Size

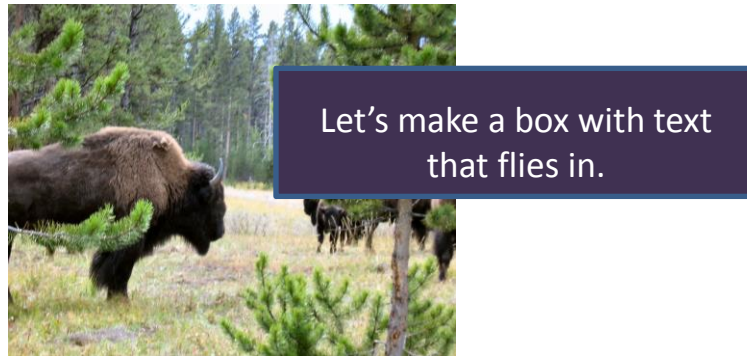
3. Align to center

1. Highlight Text



The screenshot shows the PowerPoint interface. The title 'Buffalo' is highlighted. The 'Font Size' dropdown is set to 18. The 'Align to center' button is selected in the Paragraph group. The slide thumbnail on the left shows a bison in a field.

Add an animation



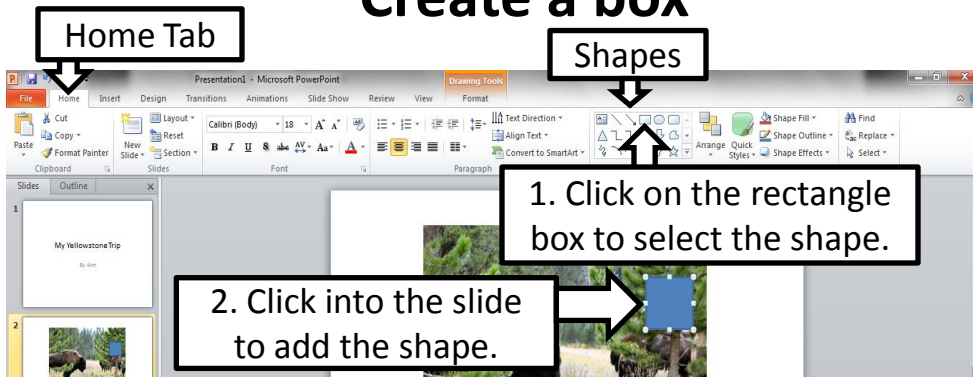
Create a box

Home Tab

Shapes

1. Click on the rectangle box to select the shape.

2. Click into the slide to add the shape.

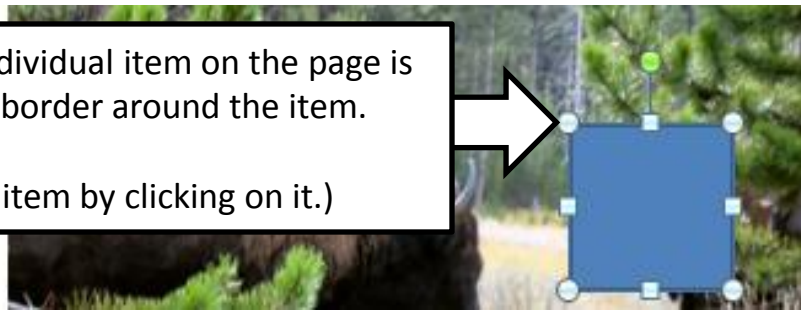


The screenshot shows the PowerPoint interface. The 'Home' tab is selected. The 'Shapes' dropdown menu is open, showing various shapes. A rectangle shape is being added to a slide.

Selecting an item (or making active)

Note that when an individual item on the page is "active" you see a border around the item.

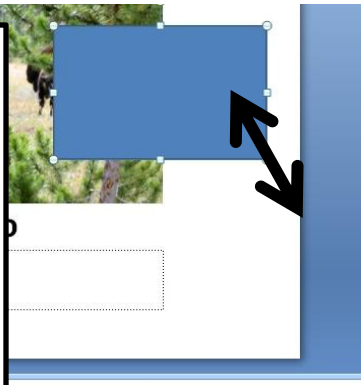
(You activate an item by clicking on it.)



Enlarge the box

1. Enlarge Box: Hover your mouse over lower right corner of the box until pointer turns into a double arrow, click and drag the corner to make the box larger.

2. Move the Box: Use your arrow keys on the keyboard to move the box to a different location.



Add text to the box

Now type:
"Buffalo at the side of the road"

Buffalo at the side of the road

Buffalo



Change the color of the box

Click on "Shape Fill," hover mouse over a color, and click to select a color for the box

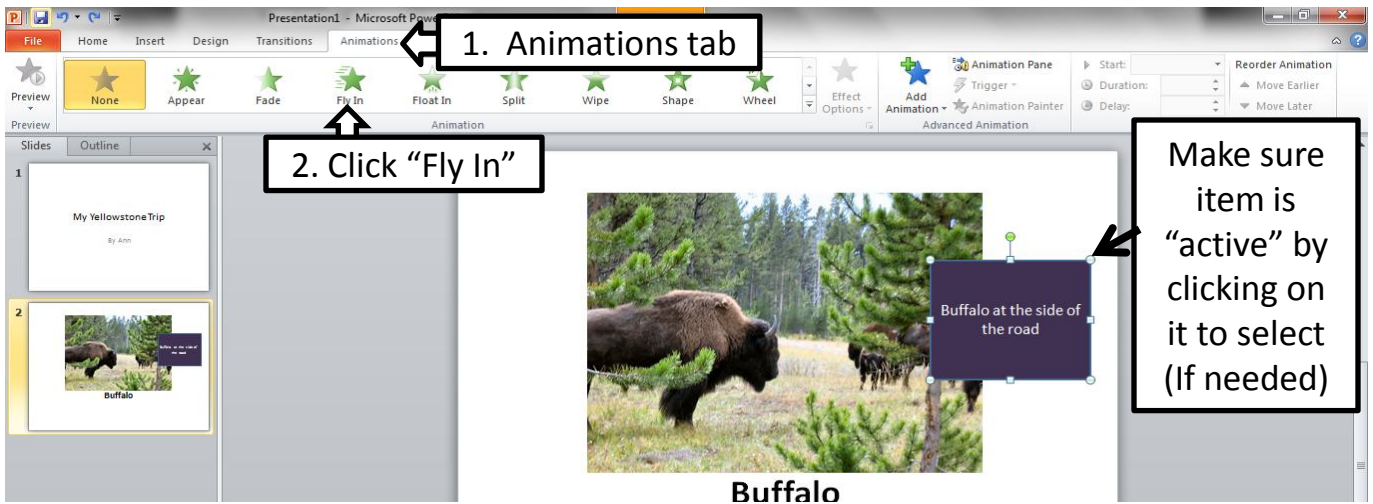


Add the animation

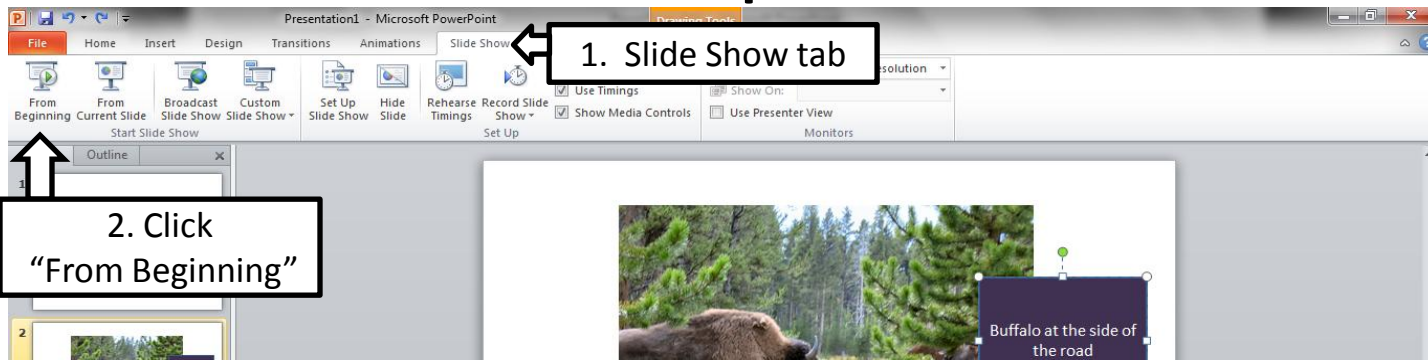
1. Animations tab

2. Click "Fly In"

Make sure item is "active" by clicking on it to select (If needed)



Let's view our presentation



To move to the next slide you have a couple of options:

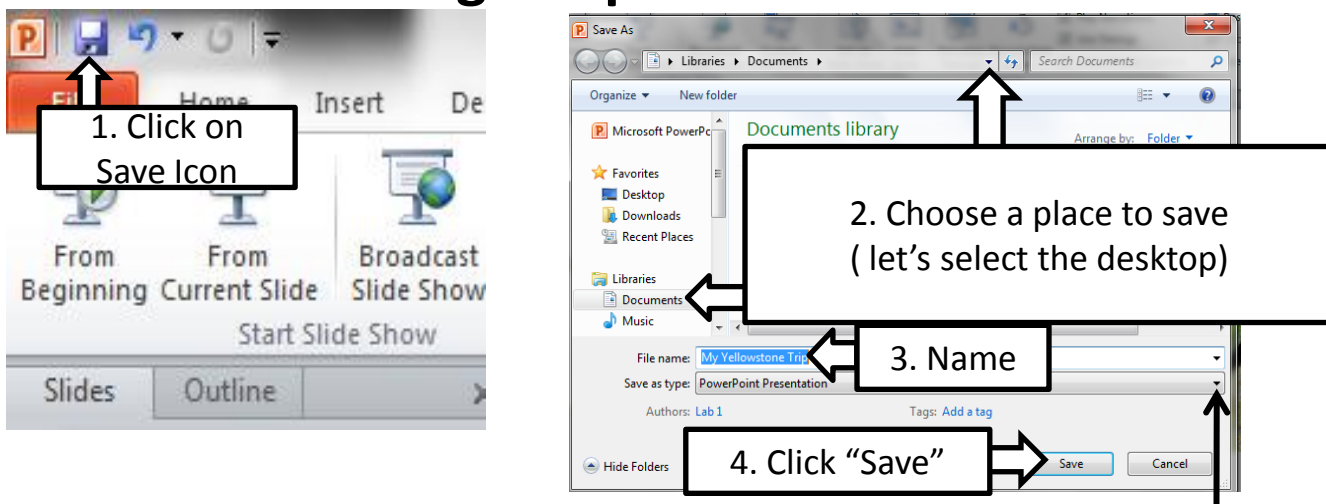
1. Click your mouse button (left click)
2. Press the space bar on your keyboard
3. Press the arrow down on your keyboard

To leave the slide show anytime press the "Esc" on your keyboard or you will exit at the end of your presentation if you keep moving forward.

Another slide show option

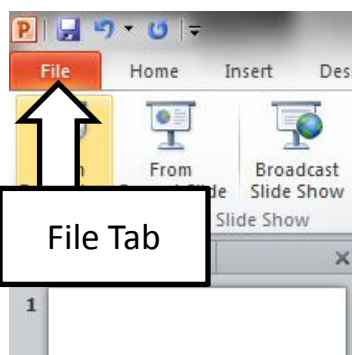


Saving the presentation

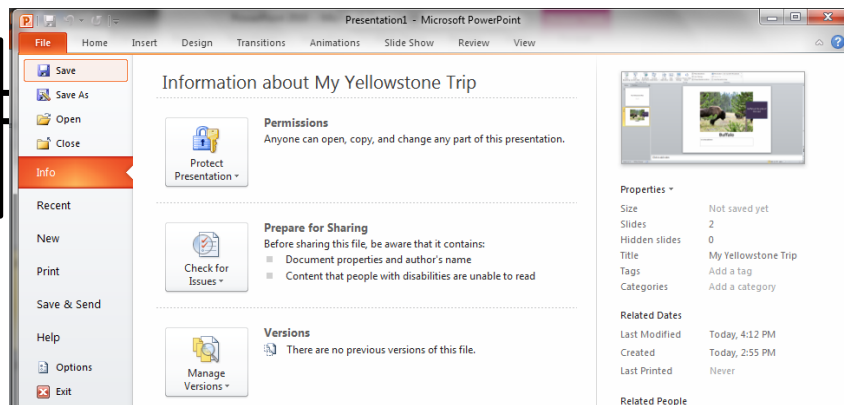


If you think you might need to use the presentation with an older version of PowerPoint: Select "Save as type" and choose "PowerPoint 97-2003 Presentation" to save a compatible version.

New to PowerPoint 2010 – File Tab

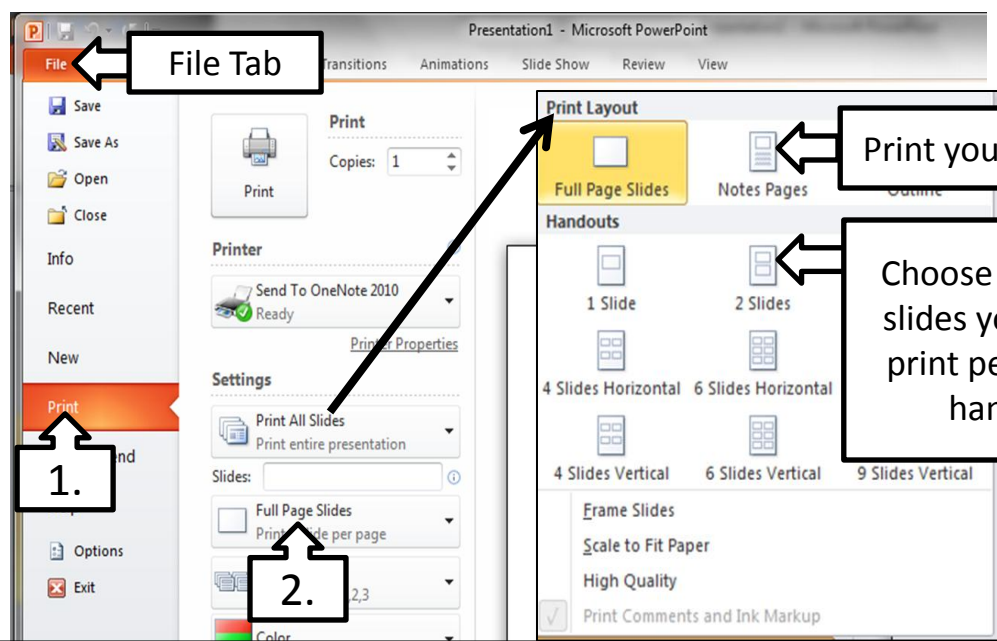


Save
Or
Save As



This is where you will find the behind the scene commands like Save, Print, Open and New. You will also find the settings (called Options) for PowerPoint here.

Printing your PowerPoint Project



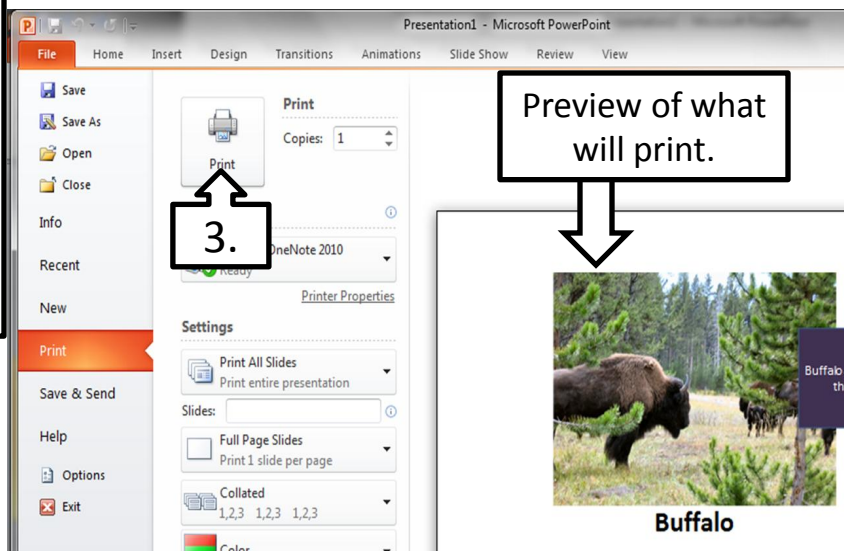
Print your notes or

Choose how many slides you want to print per page for handouts

To print your project:

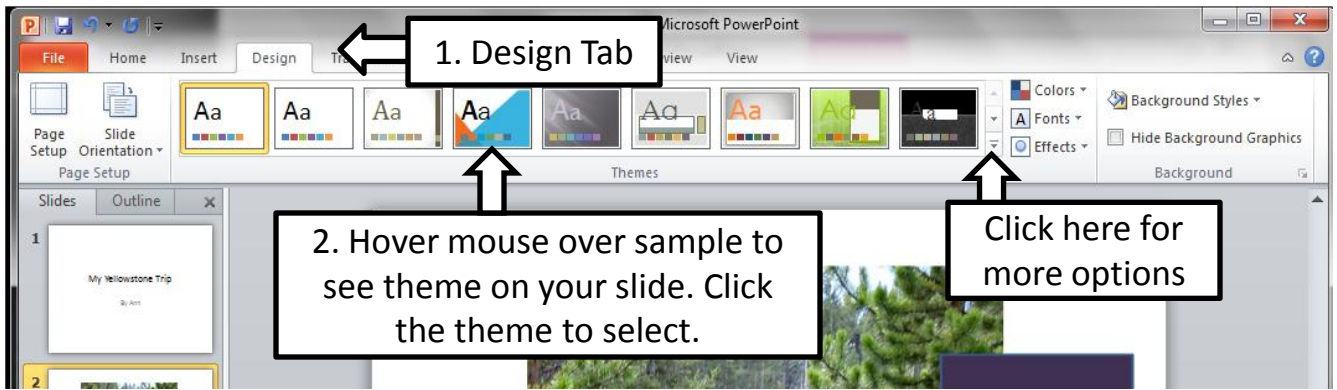
Use the "File" Tab,

1. Click "Print"
2. Click option under "Settings" then choose your handout preference
3. Click "Print"

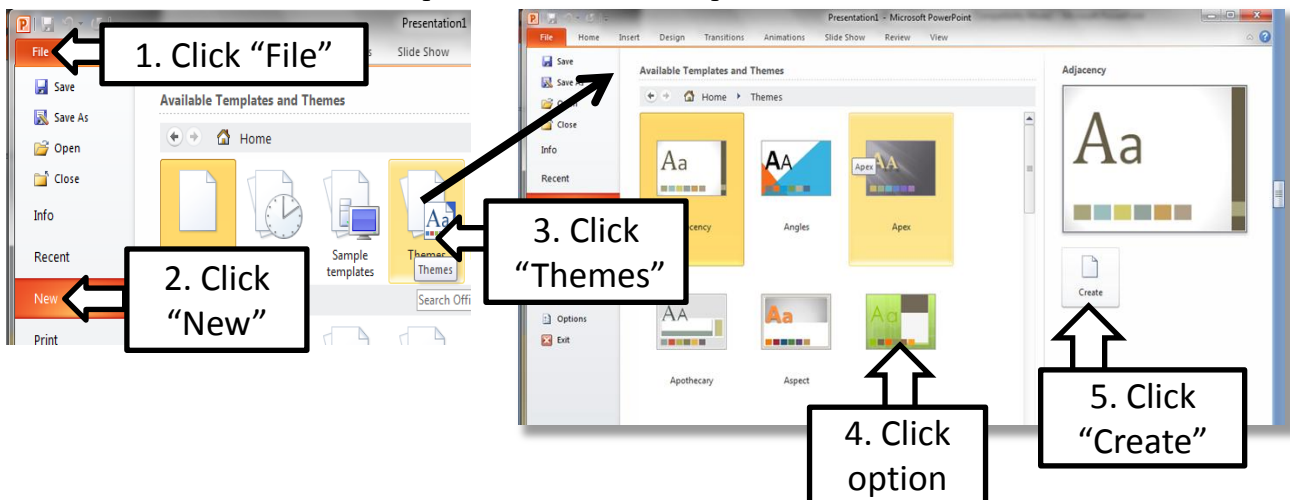


Adding a theme

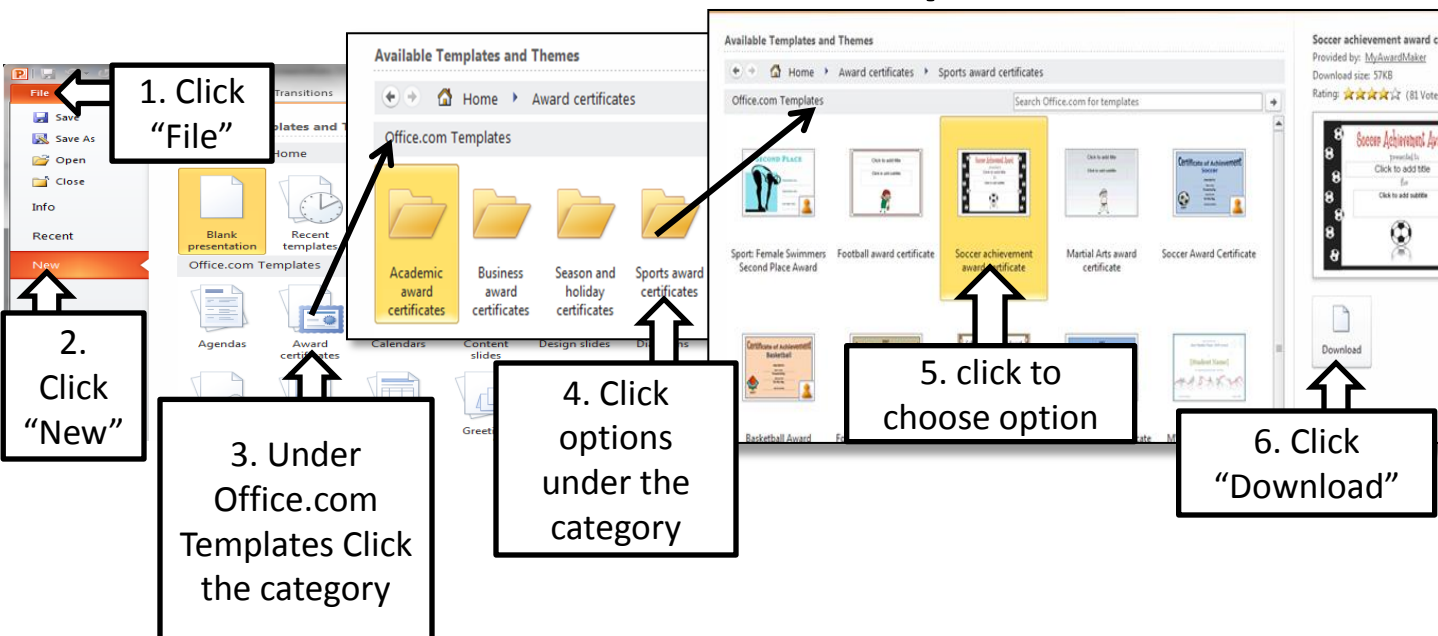
To make your presentation more visually pleasing you can easily add a preset design “theme”



Start with a preset template or theme



Microsoft online templates



SmartArt



Smart Art design comparison

- Starting a new presentation
 - Opening PowerPoint
 - Page Layout
- Adding Picture
 - Choosing a Picture
 - Adding a title
- Adding Animation
 - Creating a box with text
 - Formatting box
 - Adding animation



Starting a new presentation

- Opening PowerPoint
- Page Layout

Adding Picture

- Choosing a Picture
- Adding a title

Adding Animation

- Creating a box with text
- Formatting box
- Adding animation

SmartArt - Convert Existing Text

1. Click in the block of text to select

2. Click "Convert to Smart Art"

PowerPoint 2010 Class

- Starting a new presentation
 - Opening PowerPoint
 - Page Layout
- Adding Pictures

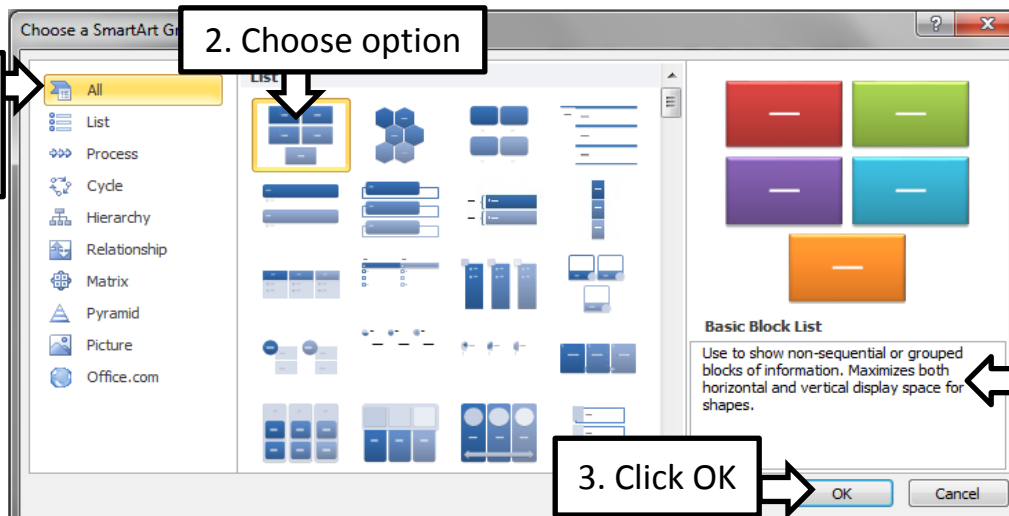
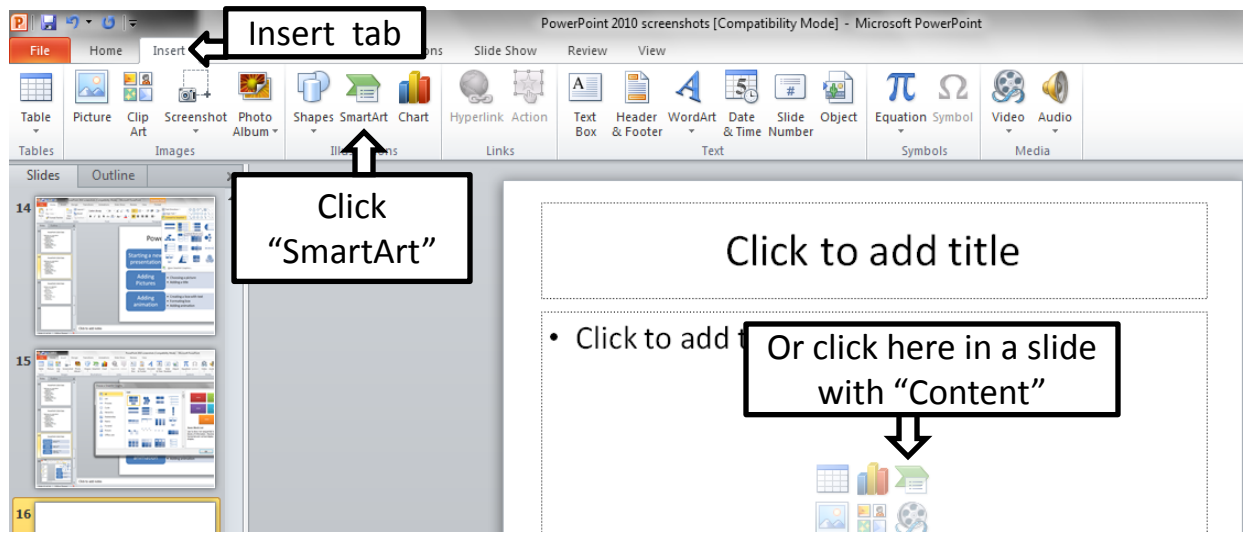
3. Hover over the design to see a preview and click to choose

Vertical Block List

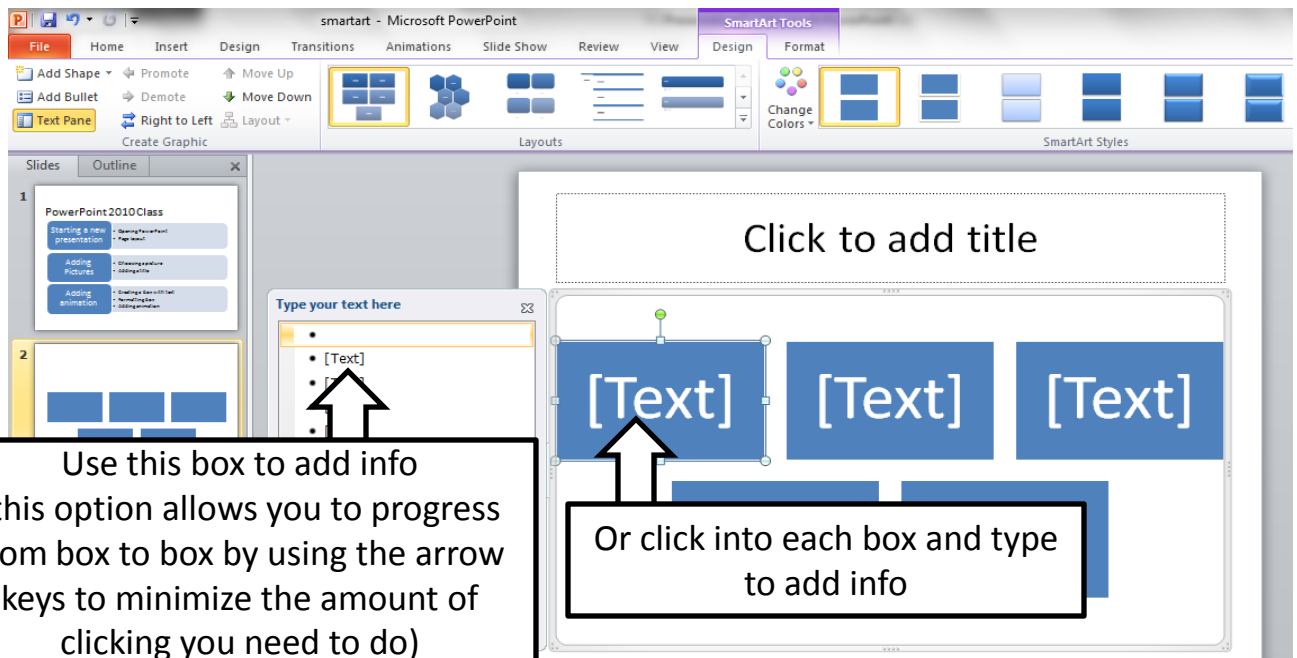
Starting a new presentation

More SmartArt Graphics...

Start with SmartArt

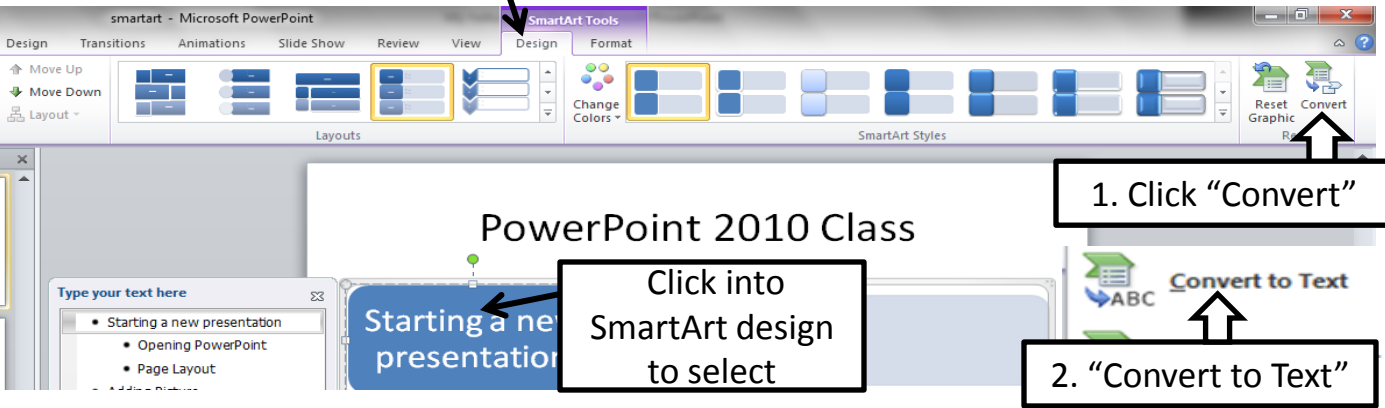


Add information to SmartArt



Undo SmartArt – Return back to the text

SmartArt Design Tab

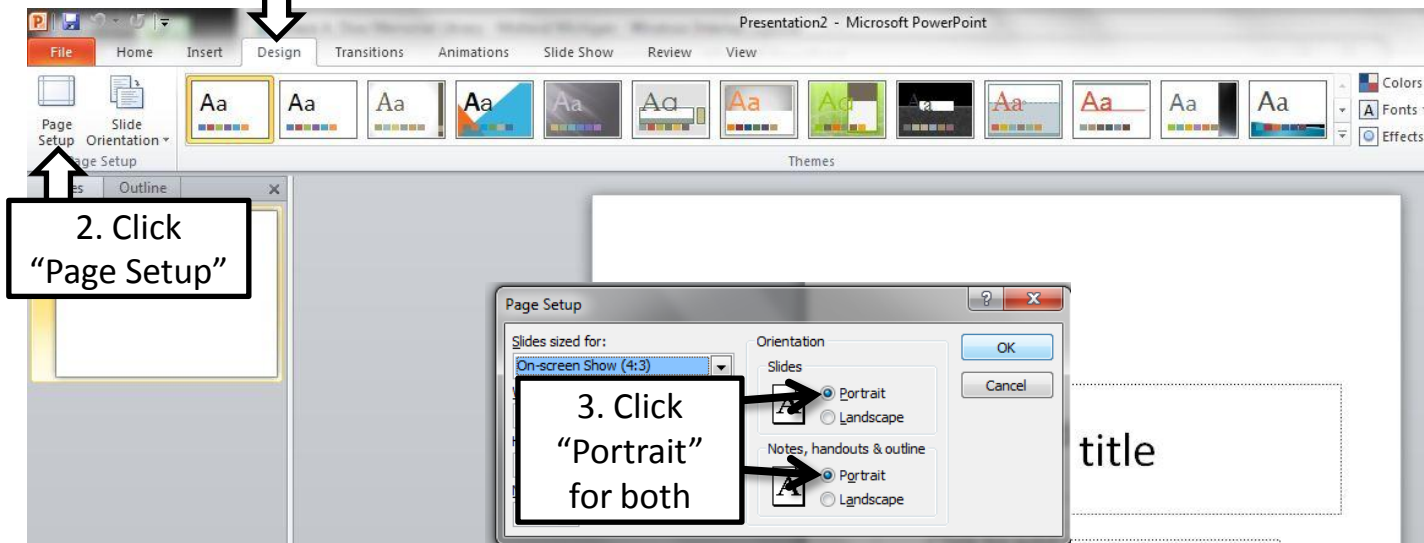


Using PowerPoint for Printing Documents

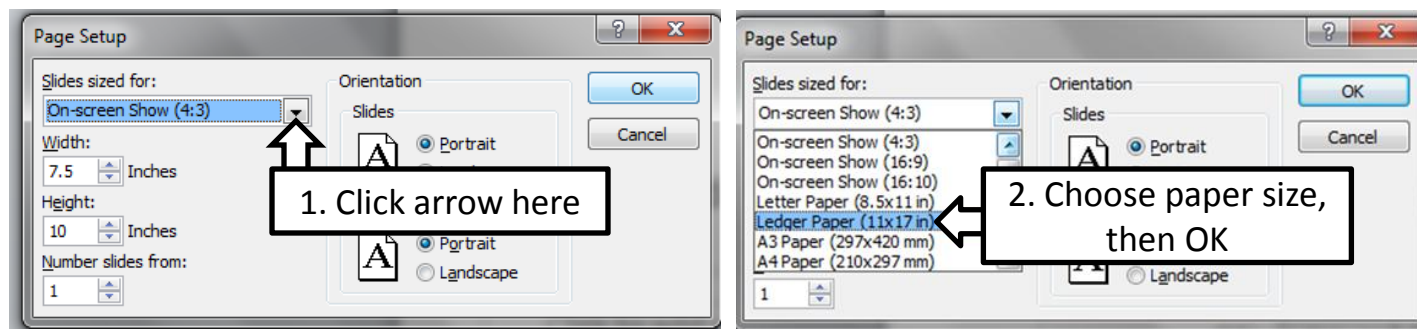


Change the Page Orientation to Portrait

1. Design Tab



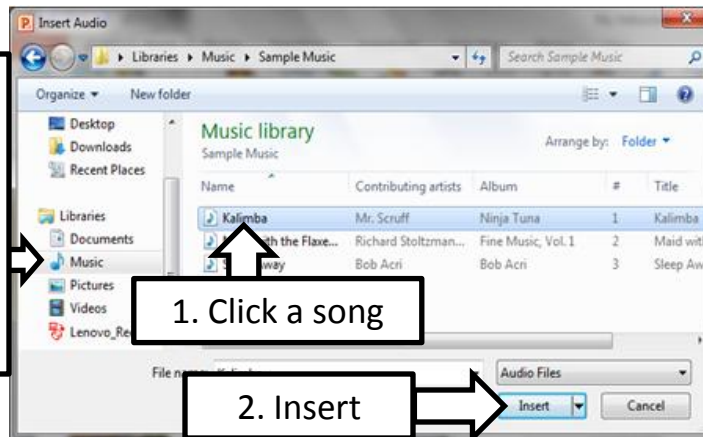
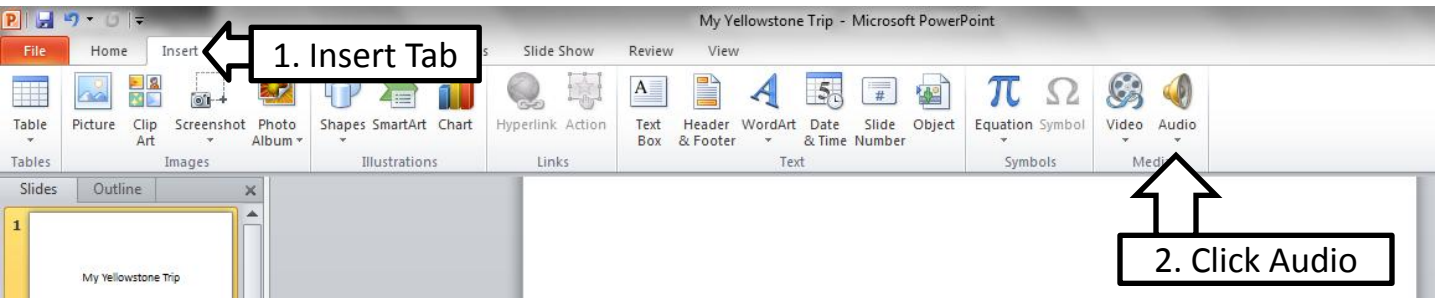
Change the Paper Size (if you want a bigger size)



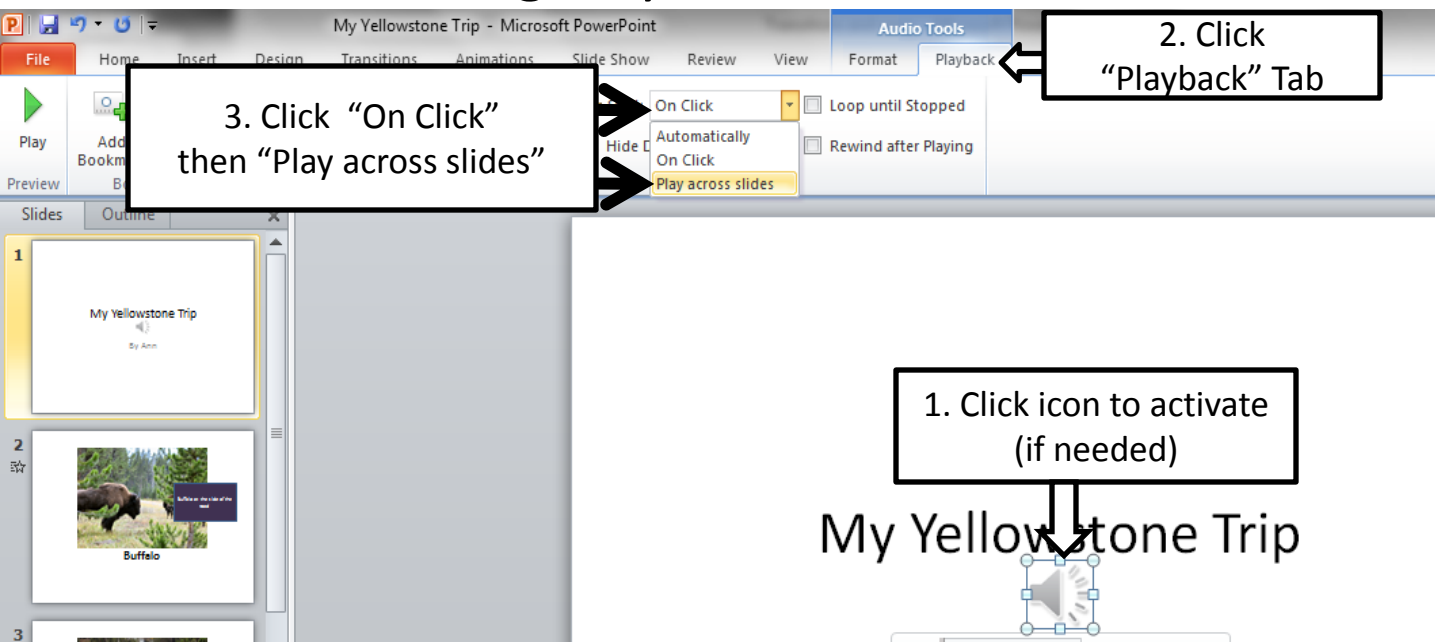
Add Music to the Slideshow



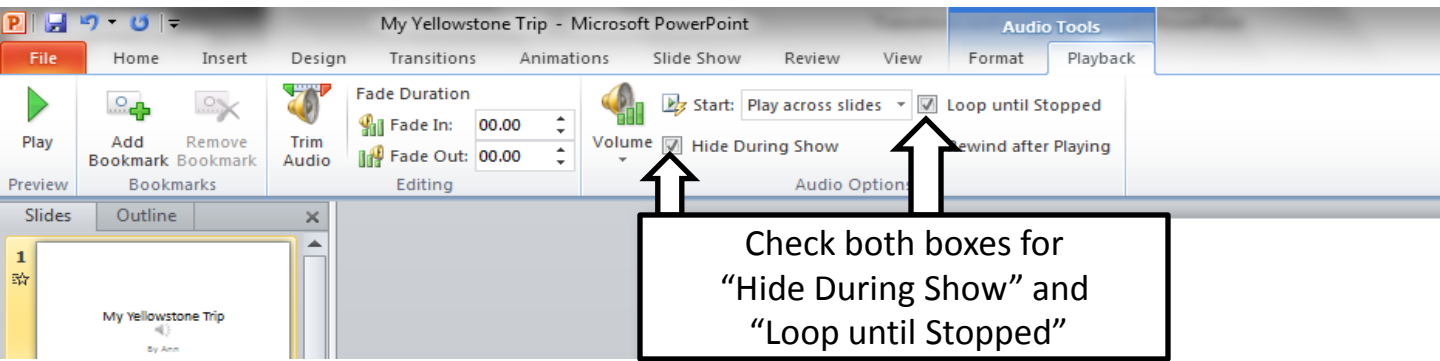
Insert Audio



Choosing Play across slides



Hide during slideshow, and loop until stopped



Slide Transitions



Advance slide after 2 seconds

2. Transitions Tab

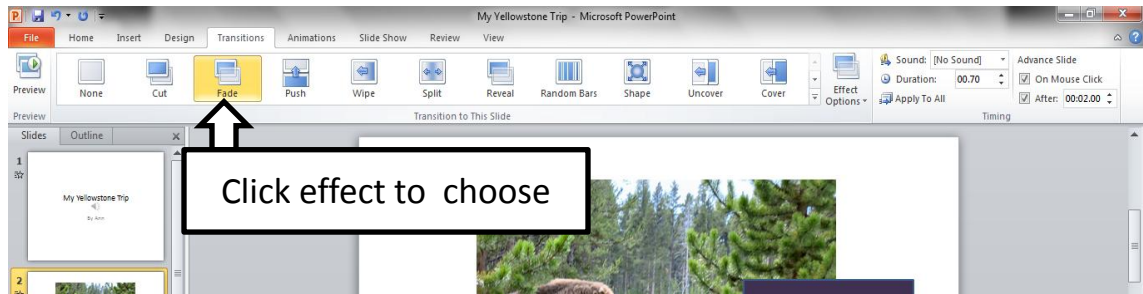
1. Click first thumbnail

2. Check box before "After" then click arrow up until you have 2 seconds

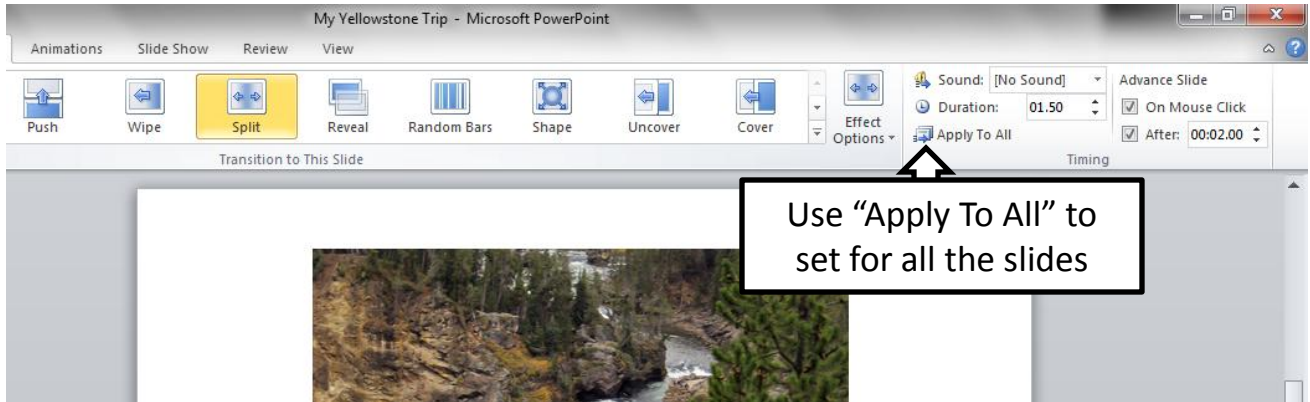
My Yellowstone Trip

A screenshot of the Microsoft PowerPoint interface, specifically the 'Transitions' ribbon. The 'Advance Slide' section is visible. The 'On Mouse Click' checkbox is checked. The 'After' time is set to '00:02.00'. A callout box with a blue border contains the text: '2. Check box before "After" then click arrow up until you have 2 seconds'. Two arrows point from this box to the 'On Mouse Click' checkbox and the 'After' time field. Another callout box with a black border contains the text: '1. Click first thumbnail'. An arrow points from this box to the first slide thumbnail in the 'Slide Sorter' view on the left. The title 'My Yellowstone Trip' is visible at the bottom of the slide.

Add transition effect



Do the same for each slide



Continuously loop the Slideshow

